

# Board Member Removal Notice

Date: [Insert Date]

[Board Member's Name]

[Board Member's Address]

[City, State, Zip Code]

Dear [Board Member's Name],

We regret to inform you that due to [reason for removal], the board has decided to remove you from your position as a member of the board of directors effective immediately.

Your contributions to the board have been appreciated, and we wish you all the best in your future endeavors.

Please return any board materials and property in your possession by [return date].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]